

IOWA DEPARTMENT OF PUBLIC HEALTH

Division of Administration and Professional Licensure

REQUEST FOR PROPOSAL 58811009

**Solicit a Project Manager to Manage the Acquisition and
Installation of Case Management Software System into the State
Medical Examiner's Office**

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SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Request for Proposal (RFP) 58811009 is to solicit proposals that will enable the Iowa Department of Public Health (IDPH) to select the most qualified Service Provider applicant to provide a Project Manager that will lead the implementation of software for a Case Management System into the Iowa State Medical Examiner's Office. The Project Manager will serve to manage the project that will include construction of a Request for Proposal for the selection of a software system, serve on the team to evaluate the submissions, and select a software package, as well as oversee implementation of the software system.

The Case Management Software to be acquired will include the following functionality:

1. Tracking of requesting and receiving case information, including investigation reports, medical records, test results (toxicology, neuropathology etc)
2. Tracking and managing status of bodies with bar code including when body received, status "ready for release" or "hold", and when body released, (bar code)
3. Tracking of evidence (needs to follow strict chain-of –custody and utilize bar code)
4. Manage statistical data (ie cause of death, manner of death, county of death, weapons responsible for death, drugs involved in death, turn-around times etc)
5. Manage digital photography and digital x-ray files
6. Accounting/ billing
7. Ability to integrate with future Iowa electronic death certificate system
8. Web based portal to allow remote submission of investigation forms (estimate 200 users)
9. Ability to electronically distribute autopsy reports
10. Track supply inventory

1.02 Project Period/Contract Term

The project period shall be from February 1, 2011 to June 30, 2013.

IDPH expects the initial contract period to be a five month term from February 1, 2011 to June 30, 2011. IDPH shall have the option to renew the contract for up to two (2) additional one (1) year terms subject to review of the continuation application, contractor performance and compliance with the terms and conditions of the contract, and availability of funds.

The IDPH shall have the sole discretion to exercise a renewal option for ongoing efforts related to the Case Management Software. Continuation will be based upon availability of funds, future workload and the successful applicant's performance.

The issuance of this RFP in no way constitutes a commitment by IDPH to award a contract.

1.03 Eligible Applicants

Current State approved Service Providers (SP) providing ITQ Category 2 candidates may submit to this RFP. A Service Provider may submit a proposal to this RFP for more than one candidate for this Project Manager position. The candidate for Project Manager must have experience leading and coordinating software acquisition and installation projects. One Project Manager candidate is sought.

IMPORTANT!: In addition to meeting all requirements contained in this RFP and have obtained pre-qualification approval through the January 24, 2005 ITQ referenced below, to be considered the SP must certify in writing that:

- a) The SP does not employ non-compete clauses in their contracts with any person they would present for consideration for this RFP; or
- b) If the SP does commonly employ non-compete clauses, the non-compete clause will not be enforced for any person presented for consideration in this RFP should that person during the life of the SP's contract with the State want to apply for any State position.

Explanation: The State in the past has occasionally had SP staff wish to apply for state positions but have been unable to do so because of non-compete clauses in their contracts with the SP. These situations have been amicably resolved and the SP staff has been permitted by their companies to apply for State positions. The State always wants to be able to consider the largest number of qualified applicants for any state or contracted position and prefers that SPs are notified prior to contract issuance of this expectation.

Applicant is required to maintain and provide to IDPH, upon application, a current and valid email account for electronic communications with IDPH.

The candidate must be able to locate to the Ankeny Iowa State Medical Examiner's Office, as well as work from the Lucas State Office Building as needed.

1.04 Available Funds

The source of funding is State funds.

Applicants may apply for up to \$65,000 for the total initial five month contract period. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

This RFP is pending approval from the interim Iowa Technology Advisory Council (TAC), formally known as the Iowa Technology Governance Board (TGB). No contracts will be issued until IDPH receives appropriate authorizations in compliance with TAC's statute requirements.

1.05 Schedule of Events (All times and dates listed are local Iowa time.)

The following dates are set forth for informational purposes. IDPH reserves the right to change them.

RFP Issued	December 8, 2010
Written Questions Due	December 15, 2010
Response to Written Questions Issued	December 20, 2010
Proposals Due	December 30, 2010
Interviews Conducted	Anticipated January 5-12, 2011
Issue Notice of Award	January 14, 2011

A. RFP Issued – December 8, 2010. IDPH will post the RFP on the IDPH Web page under *Grants, Bids and Proposals* link at: www.idph.state.ia.us. IDPH will email a notice of availability of the RFP to current program contractors. IDPH will send a copy of an RFP to any person or entity which requests the RFP.

B. Applicant's Conference -- An applicant's conference will not be held.

C. Written Questions due – December 15, 2010. Written questions and comments related to the terms and conditions of the RFP must be received by Stacey Hewitt at the address below before 4:00 p.m. on December 15, 2010.

Stacey Hewitt, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building
321 East Twelfth Street
Des Moines, Iowa 50319 – 0075
E-mail: shewitt@idph.state.ia.us
Fax: (515) 281-3789

Questions or comments must be submitted by mail, by electronic mail or by facsimile. If the question or comment pertains to a specific section of the RFP, the section and page must be referenced. Oral questions will not be accepted.

D. Response to Written Questions Issued – December 20, 2010. IDPH will prepare written responses to all pertinent and properly submitted questions and post the written questions and responses on the IDPH Web page. IDPH's written responses will be considered part of the RFP.

E. Proposals Due – December 30, 2010. **Proposals must be received by Stacey Hewitt at the address below by 4:00 p.m. (local Iowa time) on December 30, 2010.** This requirement is a mandatory requirement and will **not** be subject to waiver as a minor deficiency.

Four (4) copies of the proposal shall be submitted to:

Stacey Hewitt, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building - 6th Floor
321 East Twelfth Street
Des Moines, Iowa 50319-0075

Proposals received by IDPH after the stated due date and time will be rejected, returned to the applicant, and not reviewed by IDPH.

Electronic mail and faxed copies of the proposal **will not** be accepted. Applicants who choose to mail proposals must allow ample mail delivery time to ensure timely receipt of their proposals by IDPH. Postmarking by the due date will not substitute for actual receipt of the proposal by IDPH. It is the applicant's responsibility to ensure that the proposal is date and time stamped as received by IDPH prior to the deadline.

Any information submitted separately from the proposal will not be considered in the review process.

F. Release of Names of Applicants – January 3, 2011. The names of all applicants who submitted properly dated and time stamped proposals shall be released to all who have, in writing (including email), requested such notification.

G. Candidate Interviews. Anticipated the week of January 5-12, 2011. Project Manager candidates selected for interviews will be invited to candidate interviews.

H. Notice of Award – January 14, 2011. The successful and unsuccessful applicants will be notified electronically via email from the IDPH contract administrator. A letter in PDF format will be emailed to the recipient email addresses listed on the proposal cover page. IDPH is not responsible for delayed receipts of notifications due to misspelled or invalid email addresses the applicant lists on the cover page. Recipients shall accept the provision of a read receipt to IDPH upon opening the email.

I. Contract Negotiations and Execution of the Contract – Following issuance of the notice of award, the successful applicant will receive a contract document. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with IDPH. If a contract has not been executed within ten (10) working days, IDPH reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by IDPH. IDPH may, at its sole discretion, extend the time period for negotiations of the contract.

1.06 Inquiries

During the period following release of this RFP and during the period of evaluation, applicants should contact only Stacey Hewitt in the manner provided for in section 1.05(C). Unauthorized contact regarding this RFP with other state employees may result in disqualification. In no case shall verbal communications override written communications. Only written communications are binding on IDPH.

IDPH assumes no responsibility for representations made by its officers or employees prior to the execution of a legal contract, unless such representations are specifically incorporated into the RFP or the contract.

Any verbal information provided by the applicant shall not be considered part of its proposal.

1.07 Amendments to the RFP

IDPH reserves the right to amend the RFP at any time. In the event it becomes necessary to amend, add to, or delete any part of this RFP, a written amendment will be posted on the IDPH Web site. The applicant is advised to check the IDPH Web site periodically for amendments to this RFP.

1.08 Open competition

No attempt shall be made by the applicant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

1.09 Withdrawal of proposals

Proposals may be withdrawn, modified and resubmitted at any time prior to the stated due date and time for the receipt of proposals. An applicant desiring to withdraw its proposal after the submission time shall notify the Contract Administrator in writing.

1.10 Acceptance of Terms and Conditions

A. An applicant's submission of a proposal constitutes acceptance of the terms, conditions, criteria and requirements set forth in the RFP and operates as a waiver of any and all objections to the contents of the RFP. By submitting a proposal, an applicant agrees that it will not bring any claim or have any cause of action against IDPH or the State of Iowa based on the terms or conditions of the RFP or the procurement process.

B. IDPH reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of this RFP. Should the successful applicant take exception to the terms and conditions required by IDPH, the successful applicant's exceptions may be rejected and IDPH may elect to terminate negotiations with that applicant. However, IDPH may elect to negotiate with the successful applicant regarding contract terms which do not materially alter the substantive requirements of the RFP or the contents of the applicant's proposal.

1.11 Costs of Proposal Preparation

All costs of preparing the proposal are the sole responsibility of the applicant. IDPH is not responsible for any costs incurred by the applicant which are related to the preparation or delivery of the proposal or any other activities undertaken by the applicant related in any way to this RFP.

1.12 Multiple Proposals

An organization may submit more than one proposal. However, only one award shall be provided to any one organization.

1.13 Oral Presentation

Applicants may be requested to make an oral presentation of the proposal. The determination of need for presentations, the location, order, and schedule of the presentations is at the sole discretion of IDPH. If an oral presentation is required, applicants may clarify or elaborate on their proposals, but may in no way change their original proposal.

1.14 Rejection of Proposals

A. IDPH reserves the right to reject, in whole or in part, any or all proposals, to advertise for new proposals, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFP if it is in the best interests of IDPH.

B. Any proposal will be rejected outright and not evaluated for any of the following reasons:

1. The applicant fails to deliver the letter of intent if required by this RFP by the relevant dates and times stated in section 1.05.
2. The applicant fails to deliver the proposal by the relevant dates and times stated in section 1.05.
3. The applicant is not an eligible applicant as defined in section 1.03.

C. Any proposal may be rejected outright and not evaluated for any one of the following reasons:

1. The applicant fails to include required information or fails to include sufficient information to determine whether an RFP requirement has been satisfied.
2. The applicant fails to follow the proposal format instructions or presents information requested by this RFP in a format inconsistent with the instructions of the RFP.
3. The applicant provides misleading or inaccurate answers.
4. The applicant states that a mandatory requirement cannot be satisfied.
5. The applicant's response materially changes a mandatory requirement.

6. The applicant's response limits the right of IDPH.
7. The applicant fails to respond to IDPH's request for information, documents, or references.
8. The applicant fails to include any signature, certification, authorization, or stipulation requested by this RFP.
9. The applicant initiates unauthorized contact regarding the RFP with a state employee.

1.15 Restrictions on Gifts and Activities

Iowa Code Chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and for complying with these requirements.

In addition, Iowa Code Chapter 722 provides that it is a felony offense to bribe a public official.

1.16 Use of Subcontractors

A. The service provider is only permitted to have a contract or employment agreement with the individual proposed as the Project Manager for the position as described within this RFP. Additional subcontracts will not be allowed for services under this RFP.

B. Current individual employees of the State of Iowa may not act as the contracted Project Manager.

C. The service provider applicant is fully responsible for all work performed by the selected Project Manager. No contract or employment agreement into which the applicant enters into with respect to performance under the contract or employment agreement will, in any way, relieve the applicant of any responsibility for performance of its duties.

1.17 Reference Checks

IDPH reserves the right to contact any reference to assist in the evaluation of the proposal, to verify information contained in the proposal and to discuss the applicant's qualifications and the qualifications of any subcontractor identified in the proposal.

1.18 Criminal Background Checks

IDPH reserves the right to conduct criminal history and other background investigations into the applicant, its officers, directors, managerial and supervisory personnel, clerical or support personnel, and health care professional personnel retained by the applicant for duties related to the performance of the contract. Such information may be used in determining contract awards. The applicant shall cause all waivers to be executed by appropriate persons to effectuate the investigations.

1.19 Information from Other Sources

IDPH reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's product or services, personnel, and subcontractors, and the applicant's capability and performance under other state contracts and contracts with private entities. IDPH may use any of this information in evaluating an applicant's proposal.

1.20 Verification of Proposal Contents

The contents of a proposal submitted by an applicant are subject to verification. Misleading or inaccurate responses shall result in rejection of the proposal pursuant to Section 1.14.

1.21 Bid Proposal Clarification Process

IDPH may request clarification from applicants for the purpose of resolving ambiguities or questioning information presented in the proposals. Clarifications may occur throughout the proposal evaluation process. Clarification responses shall be in writing and shall address only the information requested. Responses shall be submitted to IDPH within the time stipulated at the time of the request. An applicant will not be permitted to modify or amend its proposal if contacted by IDPH for this reason.

1.22 Waivers and Variances

IDPH reserves the right to waive or permit cure of non-material variances in the proposal's form and content providing such action is in the best interest of IDPH. In the event IDPH waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the applicant from full compliance with RFP specifications or other contract requirements if the applicant is awarded the contract. The determination of materiality is in the sole discretion of IDPH.

1.23 Disposition of Proposals

All proposals become the property of IDPH and shall not be returned to the applicant unless all proposals are rejected. In the event all proposals are rejected, applicants will be asked to send prepaid shipping instruments to IDPH for return of the proposals submitted. In the event the IDPH does not receive shipping instruments, IDPH will destroy the proposals.

If IDPH awards funds to an applicant, the contents of all proposals will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.

1.24 Public Records

All information submitted by an applicant will be treated as public information following the conclusion of the selection process unless the applicant properly requests that information be treated as confidential at the time the proposal is submitted.

Any request for confidential treatment of information must be included in the transmittal letter with the applicant's proposal. In addition, the applicant must enumerate the specific grounds in Iowa Code Chapter 22 which support treatment of the material as confidential. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the applicant to respond to any inquiries by IDPH concerning the confidential status of the materials.

Any proposal submitted which contains confidential information must be conspicuously marked as containing confidential information and must indicate which sections of the proposal should be treated as confidential. Identification of the entire proposal as confidential shall be deemed non-responsive and shall disqualify the applicant.

The applicant must submit one copy of the proposal from which the confidential information had been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the proposal as possible.

In the event IDPH receives a public request for RFP information marked confidential, written notice shall be given to the applicant seventy-two (72) hours prior to the release of the information to allow the applicant to seek injunctive relief pursuant to Iowa Code Section 22.8. The information marked confidential shall be treated as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other provisions of law by a court of competent jurisdiction.

The applicant's failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by IDPH as a waiver of any right to confidentiality which the applicant may have had.

1.25 Copyrights

By submitting a proposal, the applicant agrees that IDPH may copy the proposal for the purpose of facilitating the evaluation of the proposal or to respond to requests for public records. By submitting the proposal, the applicant consents to such copying and warrants and represents that such copying will not violate the rights of any third party. IDPH shall have the right to use ideas or adaptations of ideas that are presented in the proposals. In the event the applicant copyrights its proposal, the department may reject the proposal as noncompliant.

1.26 Appeal of Award Decision

Applicants may appeal the adverse award decision by filing a written appeal to IDPH within 10 working days of receipt of the award decision in accordance with 641 Iowa Administrative Code 176.8. Appeals shall be submitted in writing, return receipt requested, to Stacey Hewitt, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

1.27 Definition of Contract

The full execution of a written contract by both parties shall constitute the making of a contract for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the successful applicant and the IDPH.

1.28 Construction of RFP

This RFP shall be construed in light of pertinent legal requirements and the laws of the State of Iowa. Changes in applicable statutes and rules may affect the award process or the resulting contract. Applicants are responsible for ascertaining the relevant legal requirements.

SECTION 2 – DESCRIPTION OF SERVICES

2.01 Description of Work and Services

IDPH is seeking a Project Manager to assist IDPH in the development and implementation of a Request for Proposal (RFP) for Case Management software at the Iowa State Medical Examiner's Office. The Project Manager will be expected to lead the effort in constructing an RFP in accordance with State laws and policy and selecting the vendor to provide the product in accordance with the RFP. The applicant will work at the Iowa State Medical Examiner's Office and use information gathered from a previous Request for Information (RFI) and guidance from IDPH to construct an RFP. The applicant will work with the Iowa State Medical Examiner's Office and IDPH's Information Management team to publically post the RFP to state approved Service Providers, collect the responses, coordinate the scoring, and coordinate the selection of the vendor best matching the stated RFP criteria.

Once the software and vendor have been selected, the candidate may be retained for the implementation of the software into the Iowa State Medical Examiner's Office production environment taking into consideration workflows and processes.

The expected outcome from the first contract period is the selection of a Iowa State Medical Examiner's Office Case Management system through the State approved guidelines. If additional contract terms are renewed within the project period, the expected outcomes will be implementation of the system.

2.02 Objectives

The objective of this engagement is to assist IDPH in the selection of Case Management software package to be used by the Iowa State Medical Examiner's Office.

2.03 Staffing or Personnel Requirements

The Project Manager for this position must meet the minimum criteria listed below; only candidates that meet these minimum criteria should be submitted for consideration. In addition, the Project Manager will report to the Information Management (IM) Bureau Chief or their designee. Normal hours are 40 hours per week, Monday-Friday, with some flexibility regarding start time, at the discretion of the Information Management Bureau Chief.

Minimum Criteria for Project Manager consideration:

- Must have at least a two year degree in management information systems or business administration from an accredited institution. Years of experience can be substituted for years of school on a 2 years of experience for each year of school.
- Must have a minimum of 2 years of project management experience. Project management experience may include projects such as system development, system acquisition, system implementation, system integration, merger or acquisition. The Project Manager must have strong Project Management skills, strong communication skills, and the ability to identify, report and resolve issues.
- Must have experience writing competitive selection documents (i.e. Requests for

Proposals) or for grants or writing terms and conditions for an RFP, or involvement in selecting software from a competitive selection process.

- Must have 6 months experience working in or with state government and particularly the rules dealing with RFPs and vendor selection. Consultation or contracted provider with state government will be considered state government experience.
- The preferred candidate will be familiar with Medical Examiner's terminology and processes.
- The preferred candidate will have a Project Management Professional (PMP) designation.

In addition to the minimum criteria listed above, the successful candidate will be expected to comply with the following:

- Adhere to State and other written established work rules. Copies will be provided to any SP(s) awarded a contract and will be available for viewing during the bid process by contacting Lon Laffey via e-mail at Llaffey@idph.state.ia.us. These rules consist of commonly accepted, professional business conduct.
- Follow established written IDPH application development standards. Complete assignments timely and submit weekly status reports indicating progress on assigned tasks, performance against assigned project due dates, and identification and suggested resolution for any issues having a potentially adverse impact on performance.
- Complete and pass a background check.
- Sign the IDPH Confidentiality Agreement form.
- Complete assignments timely and submit weekly status reports indicating progress on assigned tasks, performance against assigned project due dates, and identification and suggested resolution for any issues having a potentially adverse impact on performance.
- Maintain a positive working relationship with coworkers, supervisors and customers and contribute to a positive team environment and customer focus.

2.04 Budget/Hourly Rate

The applicant must submit the hourly rate proposed by the Service Provider for the Project Manager. The hourly rate submitted is inclusive of all costs, no additional costs or funds will be provided to the successful applicant for things such as travel, administrative costs, office supplies, etc. except in situations when IDPH has asked the Project Manager to travel, purchase office supplies, etc. and those items are specifically approved by the IDPH Bureau Chief in advance.

2.05 Required Reporting

The successful Project Manager applicant must submit weekly status reports to the lead staff person at the Iowa State Medical Examiner's Office and to the IDPH Bureau Chief of Information Management. These reports will detail at the minimum the activity of the week, the planned activity for the next reporting period and any issues that need to be resolved.

SECTION 3 -- PROPOSAL FORMAT AND CONTENT

These instructions prescribe the format and content of the proposal and are designed to facilitate the submission of a proposal that is easy to understand, review, and evaluate. Failure to adhere to these requirements and proposal content may result in disqualification of the proposal.

3.01 Technical Requirements

- A. Proposals must be typewritten and follow the format delineated herein. Cover page Form may be handwritten. Photocopies or exact computer-generated replicas are permissible.

Aspect	Requirement
Length	There is no page limit for the narrative sections.
Font size	Proposal must be in a minimum of 12 points. A smaller font may be used for tables, figures or maps.
Margins	Must be a minimum of one inch on all sides.
Spacing	May be single- or double-spaced.
Header or Footer and Pagination	Insert a header or footer that identifies the Service Provider applicant name, the Project Manager Candidate's name, page number and the RFP number. All pages are to be sequentially numbered (1, 2, 3...) at the bottom or top of each page, including the cover page, charts, tables, and appendices or attachments; and beginning with the cover page as number one.
Copies	Submit one (1) original proposal, signed with non-black ink, and four (4) photocopies.
Cover Page	The cover page must be complete and contain original signatures in non-black ink to easily distinguish the original proposal.
Binding	Clip or staple each proposal copy. Do not use specially prepared binders, dividers, or face sheets. Binder clips are permitted.

- B. Do not submit promotional materials. Promotional materials or items other than required by this RFP will not be considered during the review process.
- C. Any information or materials submitted separately from the proposal will not be considered in the review process.

3.02 Proposal Content

The proposal to submit a candidate for the position of Project Manager must include all of the items below. Failure to include any of the items listed may result in immediate rejection of the candidate for this project.

A. Cover Page: Identifies the service provider entity's legal name, federal identification number, and the identified candidate for the Project Manager position. Complete required form-**Attachment A** following these instructions

- Service Provider Applicant - Provide the legal name of the applicant entity. This must be the entity associated with the Federal Identification (ID) number per the Internal Revenue Service (IRS). If the entity operates under another name as a "d/b/a" (doing business as), please include that in the legal name.
- IRS # - Provide the applicants federal identification number.
- Applicant Address, Telephone and FAX – Provide the information as requested.
- CEO/CIO Name– Provide the name of the person who has overall responsibility and authority for obligating the service provider entity.
- CEO/CIO Email- Provide the email address.
- CEO/CIO Telephone – Provide the telephone number.
- Project Manager Candidate Name – Provide the name of the individual candidate that is being proposed in this application.
- Project Manager Candidate Email – Provide the email address of the candidate.
- Total Funds Requested – Indicate the total amount of funds requested, not to exceed the amounts outlined in section 1.04.
- Conditions/Signature – The person authorized to obligate the service provider entity must sign and date in non-black ink to certify that the applicant is in agreement with the conditions listed.

B. Resume and cover letter. A cover letter and resume for the proposed Project Manager candidate must be included. The resume and cover letter must detail the candidate's experience, specifically outlining the minimum criteria as listed in section 2.03.

C. References. A minimum of three (3) business/work-related references shall be submitted. References must include a name, email contact, and phone number for each. References may be contacted by IDPH after interviews occur, if the Project Manager is selected for an interview.

D. Work Examples Narrative. In a narrative form, describe the work products produced by the Project Manager relevant to this assignment (writing competitive selection documents (i.e. Requests for Proposals) or for grants or writing terms and conditions for an RFP, or involvement in selecting software from a competitive selection process) include:

- detailed descriptions of the type of document(s) produced,
- the purpose,
- the significant content,
- the intended audience,
- the role played in producing the document(s), and,
- any other information that can be used to judge the project manager's ability to fulfill this assignment.

Actual documents which address the above can be submitted if allowed by the owner of those documents.

3.03 Budget/Hourly Rate

The applicant must submit an hourly rate for the proposed Project Manager candidate. No other costs may be submitted.

3.04 Proposal Checklist

Applicant is not required to submit a checklist with the proposal. Refer to the following list for the items which must be included in the proposal.

- Cover Page (Attachment A)
- Resume
- Cover Letter
- References
- Work Example Narrative
- Hourly Rate
- Business Organization Appendix

3.05 Business Organization

Attach the information required in this section as a Business Organization Appendix to the proposal.

A. Identify the legal structure of the applicant and the state of incorporation or registration, if applicable. Provide evidence of an Iowa business license and any necessary applicable professional licenses required by law.

B. Identify and specify the location(s) of the applicant's offices or other facilities involved in provision of services under this proposal.

- C. Describe the history of the organization and the organization mission and vision statements.
- D. Include a table of organization. Describe the executive, management, technical, and professional staff who would perform duties related to this project. Include the number of staff, their roles, and their expertise and experience in providing these types of services.
- E. Identify any established partnership relationships with the community.
- F. Identify other projects in which the applicant is currently providing or has provided services similar to the services described in this RFP.
- G. Describe other similar contracts or projects currently undertaken by the applicant.
- H. Disclose if, during the preceding three (3)-year period, the applicant or any subcontractor identified in the proposal has defaulted on a contract. List all such contracts, contact persons and telephone numbers for the other parties and provide a brief description of each incident.
- I. Disclose if, during the preceding three (3)-year period, the applicant or any subcontractor identified in the proposal has terminated a contract prior to its stated term or has had a contract terminated by the other party prior to its stated term. List all such contracts, contact persons and telephone numbers for the other parties and provide a brief description of each incident.
- J. Provide an audited financial statement for the preceding three (3)-year period. Nonprofit corporations whose previous funding level has not required an audited financial statement shall submit a year end operating statement and balance sheet for the preceding three (3) year period and a current operating statement in lieu thereof. Any applicant agency that currently holds a contract with the department and has previously submitted audit reports need not submit a copy with this proposal. Please specify in the proposal that audits are on file with the department

3.06 Litigation or Investigation

The applicant shall list and summarize pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the ability of the applicant to perform the required services. Failure to disclose such matters may result in rejection of the proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a proposal must be disclosed in a timely manner in a written statement to the IDPH.

SECTION 4 – PROPOSAL REVIEW PROCESS AND CRITERIA

4.01 Overview of Review Process

Review/evaluation of Project Manager Applicants submitted under this RFP will be conducted in four phases.

Phase I -- Technical Review: The first phase will involve a preliminary review by the IDPH staff of an applicant's compliance with the mandatory requirements for submitted proposals/materials. Proposals which fail to satisfy technical requirements or do not include items requested may be eliminated from the proposal review. These proposals will be returned to the applicant via United States Postal Service, first class mail. The IDPH reserves the right to waive minor variances at the sole discretion of the IDPH.

Phase II – Review Committee: Proposals/Project Manager applicants determined to be compliant with technical requirements will be accepted for the second phase of evaluation, which shall be completed by a review committee or committees established by the IDPH. The membership of the review committee(s) shall be determined by the IDPH Bureau Chief of Information Management with input and oversight from the respective division director. The review committee(s) shall evaluate proposals in accordance with a point system. Each committee member will review the proposals and the evaluation criteria outlined in this section and assign a point total for each criteria.

The total score awarded by each committee member will be averaged to arrive at the final score (rounded to the nearest whole number) for each proposal and the proposals will then be ranked based on the average of the evaluation scores. Up to the three highest scored proposals that at least meet the minimum points allowed may be selected for Project Manager candidate interviews. At its sole discretion, IDPH will invite the Project Manager candidates for a personal interview.

In the event competitive proposals receive an equal number of points, two IDPH division directors and a bureau chief may conduct a second review utilizing the same scoring process.

Phase III- Interview Committee:

The Project Managers that had the highest scored proposals may be invited to an interview for the third phase of the evaluation. The interview committee members will consider the oral presentation of the Project Manager applicant in determining the points awarded. All interviews will be scored based on the candidate's response to a list of IDPH predetermined questions. The interview committee will independently rate candidate responses with a predetermined scale. All scores will be averaged to arrive at an interview score, and candidates will again be ranked.

IDPH staff may solicit additional input and recommendations from the review and interview committee(s).

In the event the highest scored candidates receive an equal number of points from the interview scores, two IDPH division directors and the Information Management bureau chief

administering the program may conduct a second review of the scripted interview responses and scores; or may opt to conduct second interviews.

Phase IV -- IDPH Review and Award: The fourth phase will be a final review. The IDPH will consider the submitted proposals and the review committee's scores and recommendations; as well as the interview scores and the interview committee's scores and recommendations.

The IDPH may also consider budget information, reference information, any information received pursuant to Sections 1.17 - 1.21 of the RFP, and any other information received pursuant to the procurement process. IDPH reserves the right not to award the contract to the applicant with the highest point average.

In the event IDPH does not feel any of the candidates that were interviewed are sufficient candidates for the Project Manager position, IDPH reserves the right to conduct additional interviews of the remaining highest scored proposals, or to re-release another RFP.

4.02 Scoring of Proposals

A maximum of 75 points may be awarded to each proposal. A minimum average score of **46 points** or greater is required on the proposal for the Project Manager Candidate to be considered for an interview.

Accepted proposals will be evaluated based on the following criteria:

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized and understandable.
- C. Descriptions are responsive to the intent of the RFP objectives.
- D. The overall ability of the PROJECT MANAGER, as judged by the review committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors described in the proposal such as relevant experience, relevant education, and communication abilities.

Points will be assigned for each item listed as follows:

- 5 Applicant's proposal or capability is exceptional and exceeds expectations for this criterion.
- 4 Applicant's proposal or capability is superior and slightly exceeds expectations for this criterion.
- 3 Applicant's proposal or capability is satisfactory and meets expectations for this criterion.
- 2 Applicant's proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.
- 1 Applicant's proposal or capability is not acceptable or applicable for this criterion.

The maximum points to be awarded for each proposal section are as follows:

Proposal Score Chart

The maximum points to be awarded are as follows:	Weight	Potential Maximum Score
Resume and Cover letter	--	Required
<u>Applicant provided information in an easy-to-read manner</u> Yes = 5 points No = 1 point	X1	5
<u>Project Management Experience</u> PMP Certified or >5 years of PROJECT MANAGER Experience = 5 points >3 years – 5 years PROJECT MANAGER Experience = 4 points ≥2 years – 3 years of PROJECT MANAGER Experience = 3 points 0 – 2 year of PROJECT MANAGER Experience = 1 point	X3	15
<u>Competitive Selection (CS) Documents Experience</u> Candidate has written 6+ CS documents or responses to a CS document= 5 points Candidate has written 4-5 CS documents or responses to a CS document = 4 points Candidate has written 2-3 CS documents or responses do a CS document = 3 points Candidate has written one CS document or one response to a CS document = 2 points No Experience writing a CS document and no experience writing a response to a CS document = 1 point	X 3	15
<u>Knowledge related to Medical Examiner's terminology and processes</u> Candidate has experience in Medical Examiner terminology and Processes = 4 or 5 points Candidate has experience in Forensic Terminology or processes = 3 points Candidate has experience or knowledge in Medical Terminology = 2 points Candidate has no similar experience or knowledge = 1 point	X2	10
<u>State Government Experience</u> At least 6 months State Government experience as a PM or with CS document = 5 points At least 6 months experience as a state government general employee or ≥ 1 year experience as a state government contractor or service provider = 4 points 6 months- 1 year experience as a state government contractor or service provider = 3 points Other government experience= 2 points No state government or government experience = 1 point	X2	10
<u>Work Example Narrative</u> Detailed explanation of relevant work products = 4 or 5 points Narrative describes examples of work documents/products with some relevance = 3 points Narrative provided, but does not provide sufficient detail to determine relevance = 1 or 2 points	X2	10
<u>Hourly Rate</u> Hourly rate is provided and no other costs outlined =5 points Hourly rate not easily determined or other costs are outlined in the proposal = 1 point	X1	5
TOTAL MAXIMUM POINTS		75

IDPH reserves the right, at its sole discretion, to select individuals with the highest scoring proposals for participation in an interview process. Scoring for the interview will be based on the applicant's response to a list of predetermined questions and whether the responses are deemed, superior, satisfactory or unacceptable.

Phone interviews with the Project Manager will be permitted for initial screening upon mutual agreement between the IDPH and the Service Provider, but final interviews will be required to be in person.

SECTION 5 – CONTRACT

5.01 Conditions

Any contract awarded by the IDPH shall include specific contract provisions and the IDPH General Conditions effective October 1, 2009 as posted on the IDPH Web page www.idph.state.ia.us under *Grants, Bids and Proposals link*. The contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFP and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFP. All costs associated with complying with these requirements should be included in the proposal. If the contract exceeds \$ 500,000, or if the contract together with other contracts awarded to the Contractor by the IDPH exceed \$ 500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code chapter 8F.

Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

5.02 Incorporation of Documents

The RFP, any amendments and written responses to applicant questions, and the proposal submitted in response to the RFP form a part of the contract. The parties are obligated to perform all services described in the RFP and proposal unless the contract specifically directs otherwise.

5.03 Order of Priority

In the event of a conflict between the contract, the RFP and the proposal, the conflict shall be resolved according to the following priorities, ranked in descending order:

1. the Contract;
2. the RFP;
3. the Proposal.

5.04 Contractual Payments

The IDPH provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514.

SECTION 6 – ATTACHMENTS

Attachments are posted in a separate file on the IDPH web page under *Grants, Bids and Proposals*: www.idph.state.ia.us. Applicants must download these forms and include them in the proposal as outlined in Section 3 of this RFP.

- Attachment A Cover Page